

Date _____

MEMORANDUM FOR HQ AETC/PA

FROM: (Organization)

SUBJECT: Public Release Approval Request

1. The attached material, described below, is forwarded for security and policy review in accordance with AFI 35-102:

TITLE: _____
(Please include page count)

AUTHOR/ORGANIZATION: _____

PRESENTATION TO: (If being presented, to whom: general public, conference, symposium, etc.)

DATE: (When will this document be published or presented)

LOCATION: (Where will this document be published or presented; i.e. state or N/A)

PUBLICATION IN: (or N/A)

SUBMITTAL DEADLINE: (Allow 10 days for Public Affairs review. If the document needs SAF/PA or DOD approval, the time can extend to 45 day.)

REQUEST REPLY BY: (The **date** you would like a response or normal review time (10 working days), [NO ASAP])

2. (Commander's name, title) has no objection to public release of this document upon approval from HQ AETC/PA.

(Commander's signature)

3. (This line is for any comments or recommendation you may have in reference to the document you are submitting for review; if prior coordination has been performed, please list POC and phone number.) Please list one additional POC other than submitter.

(Requester or submitter signature)

Attachment